

# BUSINESS EDUCATION forum

Index to Volume 16 (October 1961 through May 1962)

**EDITOR'S NOTE:** The index to articles that appear in BUSINESS EDUCATION FORUM is an annual service to members, libraries, and summer session students. The FORUM is owned and published by the members of the United Business Education Association. Articles which appear in the FORUM are approved for publication by the respective editors. Ideas presented by the contributors do not necessarily constitute an endorsement by the publisher unless established by a resolution of the UBEA Executive Board. The FORUM's staff welcomes articles submitted by first-time writers in addition to those solicited from experienced business educators.—H.P.G.

## BASIC BUSINESS

- Are you up to date in basic business content? Gerald W. Maxwell. 16: 32 Oct '61
- Basic business: a springboard to economic education (editorial). F. Kendrick Bangs. 16: 7 Mar '62
- Bringing business into basic business. James W. Crews. 16: 31 May '62
- Business teacher preparation for teaching economic understandings. Ray G. Price and Russell J. Hosler. 16: 23 May '62
- Challenges and opportunities of individual differences. The. Orus R. Sutton. 16: 19 Feb '62
- Choosing a career. Raymond A. Walker. 16: 26 Nov '61
- Economic education and the malady of indifference. R. DerMont Bell. 16: 12 Mar '62
- How to vitalize the unit on budgeting. Loren E. Long. 16: 25 Dec '61
- Let's start teaching economics. Richard S. Perry. 16: 19 Dec '61
- National debt, The. Lois J. Campbell. 16: 18 Mar '62
- New approach to general business, A. Ray L. Jones. 16: 27 Apr '62
- Recipe for economic suicide, A. Hamden L. Forkner. 16: 9 Mar '62
- Soviet economy, The. Yvonne Rippon. 16: 20 Mar '62

Transportation - a teaching tool for business. Martin F. Schmidt. 16: 15 Mar '62

## BOOKKEEPING AND ACCOUNTING

- Automation and bookkeeping. Arthur E. Carlson. 16: 30 Oct '61
- Bookkeeping and accounting: a plan for teaching about bad debts. Elbert C. Strickler. 16: 12 Dec '61
- Bookkeeping and accounting: a plan for teaching about notes and interest. Virginia Patterson and Doraleen Smith. 16: 9 Dec '61
- Bookkeeping and accounting: a plan for teaching depreciation. Brenda Watkins. 16: 14 Dec '61
- Bookkeeping and accounting: a plan for teaching the worksheet. Dorothy Hazel. 16: 15 Dec '61
- Identifying and teaching the more capable bookkeeping student. Lewis D. Boynton. 16: 25 Apr '62
- Improving teaching through planning (editorial). Vernon A. Musselman. 16: 7 Dec '61
- Mediocrity or mastery in bookkeeping? V. E. Breidenbaugh. 16: 28 Mar '62
- Try multiple practice sets! John A. Dettmann. 16: 28 May '62
- Vocational guidance and the teacher of bookkeeping. Charles M. Reinmuth. 16: 24 Nov '61
- Whither bookkeeping? Robert M. Swanson. 16: 18 Feb '62

## BUSINESS EDUCATION AND THE SUPERIOR STUDENT

- Business consultant speaks, A. 16: ix Jan '62
- Check list for your school. 16: 10 Jan '62
- Introduction. Milton C. Olson. 16: 1 Jan '62
- Selected references for the teacher of superior students. 16: 17 Jan '62

- Summary and recommendations. 16: 9 Jan '62
- Superior student deserves wise counseling, The. 16: 8 Jan '62
- Superior student gains competence in basic office skills and understandings, The. 16: 7 Jan '62
- Superior student learns about the American Business Economic system, The. 16: 2 Jan '62
- Superior student prepares for college, The. 16: 7 Jan '62
- Superior student uses business skills to facilitate learning, The. 16: 9 Jan '62
- Symposium . . . the business program for the superior student, bookkeeping and the superior student, shorthand and the superior student, typewriting and the superior student, basic business and the superior student, distributive education and the superior student. 16: 11 Jan '62

## DISTRIBUTIVE OCCUPATIONS

- Adult distributive education in-service program, An. Joseph J. Grande. 16: 27 Nov '61
- All for work experience. George S. Bigler. 16: 32 May '62
- Career development. W. Wesley Tennyson and Donald H. Blocher. 16: 7 Apr '62
- Career development in distributive education (editorial). Warren G. Meyer. 16: 5 Apr '62
- Career development in the distributive education classroom. Jack Abrahamson. 16: 12 Apr '62
- Career development on the distributive job. Mary Klaurens. 16: 14 Apr '62
- Career development through the club. William J. Brady, Jr. 16: 16 Apr '62
- Counseling for career development through distributive education. Loren L. Benson and Harold Toupin. 16: 10 Apr '62

(Over, please)

(Continued from preceding page)

Effective cooperative business education programs. Ralph E. Mason. Part 1, 16: 21 Feb '62; Part 2, 16: 30 Mar '62

Expanding distributive education to comprehensive secondary schools. Robert Denny and Philip Cooper. 16: 33 Oct '61

Practical beginning for a program in distributive education. A. Gaetano E. Dittamo. 16: 26 Dec '61

Research in career development for distributive education. Harland E. Samson. 16: 17 Apr '62

#### FUTURE BUSINESS LEADERS OF AMERICA

College division adds future business teacher events. 16: 33 Dec '61

Extemporaneous speaking: some tips for FBLA members. Reginald V. Holland. 16: 37 Apr '62

FBLA chapters promote dress right week. 16: 41 Mar '62

FBLAers in first place. 16: 45 Oct '61

FBLA's contributions to the department of business education. Virginia S. Atkinson. 16: 23 Jan '62

First place in FBLA public speaking. 16: 41 Nov '61

Phi Beta Lambda and College FBLA. 16: 32a Feb '62

#### GENERAL CLERICAL AND OFFICE MACHINES

Adjusting the clerical curriculum to the low-ability student. Agnes Gowen. 16: 25 Nov '61

Electronics and the general clerical program (editorial). Frank W. Lanham. 16: 4b Feb '62

General clerical course for seniors. A. Fred S. Cook. 16: 7 Feb '62

General clerical project - from the chin up. A. Mary Frances Greenfield. 16: 10 Feb '62

Is clerical education justified? John C. Roman. 16: 26 Apr '62

Let's build on personality. Mary Jean Onorato. 16: 31 Oct '61

Let's teach our office practice students to think - not think! Mary F. Paddock. 16: 24 Dec '61

Need for clerical education in a rural trading center. The. Thomas S. Barton. 16: 30 May '62

New contour for the general clerical program. A. Mary Margaret Brady. 16: 5 Feb '62

Raw data for business data processing.

Robert J. Thompson. 16: 12 Feb '62

Teach clerical students to typewrite tabulated material. Mina M. Johnson. 16: 29 Mar '62

Work simplification in general clerical classes. John D. Lambert. 16: 9 Feb '62

#### OFFICE STANDARDS AND COOPERATION WITH BUSINESS

Business says. Betty Koch. 16: 28 Nov '61

Helping students meet office standards in transcription. Hazel A. Flood. 16: 28 Apr '62

Office duplication (editorial). Wilson Ashby. 16: 5 May '62

Research in office standards. Mary Ellen Oliverio. 16: 32 Mar '62

Setting practical standards for machine transcribers. Alberta Frerichs. 16: 22 Feb '62

Specifics for intangibles in personal development. Dorothy Lee. 16: 27 Dec '61

Standards in the office: carbon duplicating. Elizabeth M. Martin. 16: 7 May '62

Standards in the office: machine copying. Bernadette C. Metzler. 16: 11 May '62

Standards in the office: offset duplicating. Richard A. Warner. 16: 8 May '62

Standards in the office: stencil duplicating. John C. Gilliam and James Zancanella. 16: 14 May '62

#### SHORTHAND

Do we have criteria for predicting shorthand success? Marie Whittle. 16: 25 Mar '62

Experts say. The. Alfred Patrick. 16: 23 Apr '62

It's the teacher up front that counts. James A. Hallam. 16: 25 May '62

Learning difficulties in shorthand. Mildred Hillestad. 16: 15 Oct '61

Pretranscription instruction. Helen L. Flowers. 16: 23 Nov '61

Role of the shorthand teacher. The. Marie Benson. 16: 20 Oct '61

Secretarial programs in colleges and universities. Robert M. Kessel. 16: 18 Oct '61

Shorthand and transcription: some research findings and observations. Inez Frink. 16: 13 Oct '61

Shorthand in the 60's (editorial). Arnold Condon. 16: 9 Oct '61

Shorthand speed bulletin boards - by the month. Diane Hawes. 16: 16 Feb '62

Sound teaching methods for shorthand. Marion Angus. 16: 17 Oct '61

Teaching a personal-use shorthand. Gordon J. Malone. 16: 22 Oct '61

Three-dimensional shorthand. Margaret E. Andrews. 16: 11 Oct '61

Wanted: shorthand students. Orelie L. Ansolabehere. 16: 22 Dec '61

#### TYPEWRITING

Advanced typewriting and the CPS examination. Sister M. Alexius Wagner, O.P. 16: 24 Apr '62

"Aiding" your typewriting grading. Allien R. Russon. 16: 29 Oct '61

Changing pattern of typewriting courses. The. Alan C. Lloyd. 16: 16 Nov '61

Formula for a 70-minute hour for teaching typewriting. D. D. Lessenberry. 16: 7 Nov '61

Improving your teaching of typewriting. Louis C. Nanassy. 16: 26 May '62

Inspiring desirable personal development in students of typewriting. Irol Whitmore Balsley. 16: 12 Nov '61

More teaching and less grading in typewriting. Mearl R. Guthrie. 16: 9 Nov '61

Placement testing in typewriting. Jerry W. Robinson. 16: 23 Dec '61

Teach more or less in typewriting. Philip S. Pepe. 16: 17 Feb '62

Typewriting - a basic tool of communication (editorial). Harves Rahe. 16: 5 Nov '61

Typewriting: an elective skill or educational tool? Bonnie A. Lockwood. 16: 18 Nov '61

Typewriting for business and personal use. Helen Reynolds. 16: 27 Mar '62

#### UNCLASSIFIED

Business education in Sweden. Samuel J. Wanous. 16: 18 May '62

Cooperative work programs for secondary school students. Frances Smutz. 16: 15 Feb '62

New building? Re-evaluate your business program. Rudolph Skul. 16: 23 Mar '62

Our students need more responsibility. Donald J. D. Mulkerne. 16: 25 Oct '61

Why don't teachers write? James Hyek. 16: 21 Nov '61

Work experience program for future business education teachers. A. Dale D. Atwood. 16: 21 Apr '62

he  
62  
d.

r-

et

L.

ni-  
P.

len

es,  
61  
ing  
: 7

ng.

ent  
nit-

pe-  
Nov

erry

ilip

ni-  
16:

ca-  
16:

use.

I J.

dary  
16:

ness  
'62  
lity.  
'61  
yek.

usi-  
e D.